

Voting Judge Job Guide

Pre-Election	Action
	<p>Prepare the voting area:</p> <ol style="list-style-type: none"> 1. Remove the Scanning Unit(s) from the Transfer Cart(s). Three judges should work together to safely remove the Scanning Unit. 2. Set up the voting judges table with the supplies from the Green Supply bag. 3. Remove the voting booths from the blue packing boxes. (Save the packaging.) 4. Set up the voting booths using the polling place diagram provided to the Chief Judges. Ensure that voters will have privacy while voting. 5. Set up an area for seated voting, using a table and privacy screens. 6. Set up the Ballot Marking Device using Chapter 12 of the manual.
Election Day	Voting Booth Area
	<p>Ensure that all voting booths have a pen available for voters to use to mark their ballot. During the day, circulate through the voting booth area and provide guidance to voters as requested.</p> <ol style="list-style-type: none"> 1. Verify that the voter has a privacy sleeve; the VAC has been signed by the voter and initialed by the check-in judge and ballot judge. 2. Direct or escort voters to a voting booth to mark their ballot. 3. Answer voters' questions and appropriately provide assistance when requested. 4. Provide instructions to voters on how to make their selections on a paper ballot; refer them to the instructions printed inside the privacy sleeve. <ul style="list-style-type: none"> • Use the pen provided at the voting booth. • Fill in the oval for each selection. Do not make any other marks on the ballot. • Do not sign their name, initial, or make any other identifying marks on the ballot. Ballots with identifying marks may be rejected. 5. Tell voters to read the ballot carefully and to use their Sample Ballot. 6. Tell the voter to raise their hand to alert a voting judge if they have questions or make a mistake on the ballot (see Chapter 16 for information on replacement and spoiled ballots). <ol style="list-style-type: none"> a. Note: A voter may be issued no more than two replacement ballots. If a voter spoils two ballots, recommend that they use the Ballot Marking Device. 7. Tell the voter to put their completed ballot back into the privacy sleeve before leaving the voting booth. 8. Confirm that the voter has not left their VAC in the voting booth. 9. Direct the voter to the Scanning Unit to cast the ballot.

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Election Day	Using the Ballot Marking Device
	<p>The Ballot Marking Device (BMD) enables voters, including voters with disabilities, to mark their ballots independently. Any voter may request to use the Ballot Marking Device. The Ballot Marking Device cannot record votes. Voters who choose to use the BMD will be issued a BAC instead of a standard paper ballot by the Ballot Judge. Refer to Chapter 14 <i>“Using the Ballot Marking Device”</i> for more information.</p> <ol style="list-style-type: none"> 1. Ask the voter for their <i>Voter Authority Card</i> (VAC). 2. Verify that the VAC has been signed by the voter and initialed by the check-in and ballot judges. Verify the District/Precinct, party and ballot style have been circled or highlighted. 3. Hold onto the VAC while escorting the voter to the BMD. 4. Instruct the voter on how to use the Ballot Marking Device and explain its various features. (See Chapter 14 for more information about the Ballot Marking Device.) <ul style="list-style-type: none"> • Between contests. • Touch “Previous” or “Next” to navigate Tell the voter that they must press the “More” button on the display screen to view all candidates for the contest. • Explain that the Ballot Marking Device will display a warning message after 5 minutes of inactivity. Voter will be asked to select to continue or exit. 5. Instruct the voter to insert the <i>Ballot Activation Card</i> into the input slot with the slanted corner of the card to the top right. <ul style="list-style-type: none"> • If the voter is using the audio ballot, ensure that instructions for using headphones and keypad are given before the voter puts on headphones. • Ensure voter puts on headphones before the <i>Ballot Activation Card</i> is inserted in the BMD. • For Consolidated Precincts - The screen will display a precinct selection search. Touch the precinct number shown on the voters VAC 6. The screen will display a selection menu of ballot styles. <ul style="list-style-type: none"> • Use the ballot style number indicated on the <i>Voter Authority Card</i> to select the correct ballot style for the voter. • Touch the correct ballot style number on the touch screen display. • Replace the <i>Voter Authority Card</i> back into the front pocket of the privacy sleeve. 7. Stand to the side of the Ballot Marking Device to ensure voter privacy while continuing instructions to the voter. 8. Instruct the voter to touch desired language to begin voting. 9. After the voter is finished making their selections, a <i>“Summary of Selections”</i> screen displays for the voter to review their ballot. <ul style="list-style-type: none"> • To change a selection, the voter touches the contest they want to change. • Undervoted contests are marked with an orange exclamation point. 10. Voter taps “Next” to continue to the “Print Card” screen. 11. To print the <i>Ballot Activation Card</i> ballot, the voter taps “Print Card” and the ballot will eject showing the selections made by the voter. 12. Instruct the voter to place the printed <i>Ballot Activation Card</i> ballot into the privacy sleeve. Check that the <i>Voter Authority Card</i> is in the pocket on the privacy sleeve. 13. Direct the voter to the Scanning Unit to cast their <i>Ballot Activation Card</i> ballot.